



Ministry of Labour

e - Forms User Manual
(Deduction of old cancellation not posted in system)

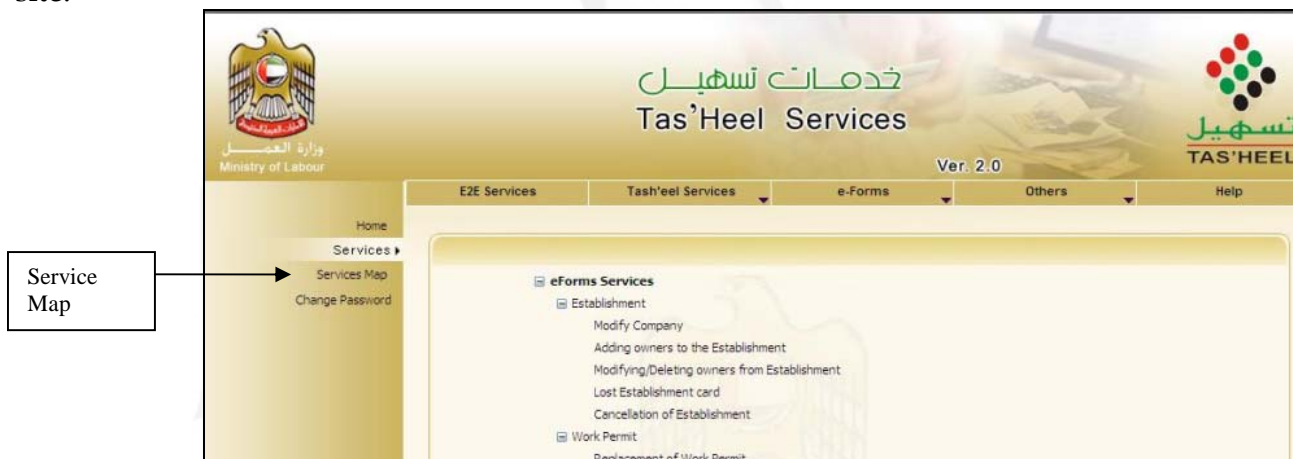
Navigation to Eforms

User can access eforms in 2 ways

- Service Map
- Eforms Menu Bar

Service Map

A Service map is a link through which user can easily access list of eforms organized in hierarchical order in tree view format. This helps users to quickly find desired form on the site.



Eg. If a user needs to type a Modify Company form then he / she should click on Establishment and then click on Modify Company.

Eforms Menu Bar

User can access the eforms through Eform Menu bar at the top of the page. These forms are organized in hierarchical order in menu format. This helps users to quickly find desired form on the site.



Eg. If a user needs to type a Sponsorship Cancellation form then he / she should click on eform menu bar , then select cancellation and then choose Sponsorship Cancellation.

Deduction of old cancellation not posted in system

Introduction

Deduction of old cancellation not posted in system service is used to post the cancellation information in the system which was cancelled manually in olden days and still active in the employee's list of a company.

Functional description

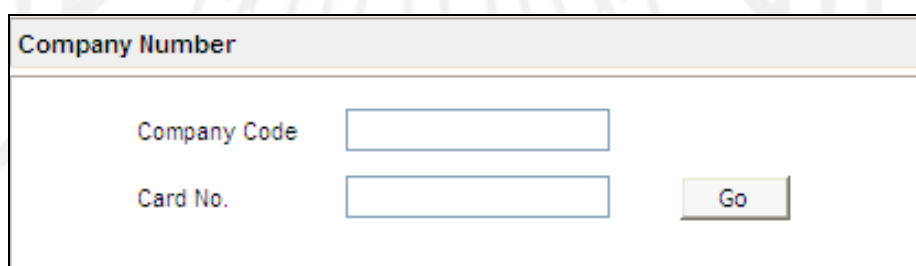
- Click on "Deduction old cancellation not sent to computer".

Select "Deduction old cancellation not sent to computer"



Cancellation	
? +	Sick Cancellation
? +	Death Cancellation
? +	Deported by other Authority Cancellation
? +	Labour Case Cancellation
? +	Temporary Work Permit Cancellation
? +	Deduction Labour Card in another company
? +	Deduction No data in Immigration
? +	Deduction Old Cancellation not sent to computer
? +	Deduction Duplicate File
? +	Labour Card Cancellation
? +	Work Permit Cancellation
? +	Unused Work Permit Cancellation

- Enter company code, card no. and press "GO".



Company Number	
Company Code	<input type="text"/>
Card No.	<input type="text"/>
<input type="button" value="Go"/>	

- On clicking "GO" a form is displayed that needs to be completed.

Deduction Old Cancellation not sent to computer					
Company Information					
Company Number	219298	B	License No	216793	Expiry Date 18/04/2012
Company Name	ENGINEERING CONTRACTING CO. L.L.C.				
PO Box	31208	Emirate	Dubai	Labour Office	Dubai
Employee Information					
Card Number	23521044	Card Type	Temporary Work Permit	Issue Date 06/05/2001	Expiry Date 05/05/2004
Person Name	SANWAR MAL BHUDA RAM				
Passport Number	434444	Expiry Date	05/10/2003	Nationality	INDIA
Passport Number *	<input type="text"/>	Expiry Date *	<input type="text"/>	12	
Visa Number *	<input type="text"/>	Immigration Company Number *	<input type="text"/>		
Reason for Cancellation * <input type="text"/>					
Contact Information					
Person Name (English) *	<input type="text"/>	Person Name (Arabic) *	<input type="text"/>		
ID Number*	<input type="text"/>	ID Type*	SELECT ID TYPE ▼		
Mobile No. *	<input type="text"/>				
Save			Close		

- Fields with (*) are mandatory and needs to be filled.
- Enter employee Information :
passport number, expiry date, visa number , imigration company number.
- Enter the reason for cancellation.
- Enter contact information of the person who should be contact in future for any reference.
- Enter contact person ID type and ID number.
- Contact mobile numbers should always start with 050 OR 055 OR 056 and should be 10 digits.

- On completing the form click on "Save". After save, you will be diverted to payment gateway where payment for the transaction should be made.

- On completion of payment you will receive a receipt which needs to be given to the customer.

Receipt